



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: CLOTHING CENTER MANAGER

<b>SALARY RANGE</b>	<b>\$3,151 - \$3,944 per month*</b> <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full-Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>General Services</b>
<b>FINAL FILING DATE</b>	<b>May 30, 2014</b>

### DESCRIPTION OF DUTIES:

Sonoma Developmental Center (SDC) currently has a vacancy for a permanent, full-time Clothing Center Manager for the Impressions Clothing Center. The Clothing Center Manager reports to the Assistant Administrative Services Director and is responsible for the planning, development and coordination of the SDC client clothing program which serves the SDC clients. Requirement for this position is the understanding and respect for the clients' needs and preferences. The Clothing Center Manager completes management reports and inventory control with the use of a computer; develops and implements merchandising strategies to increase customer service and satisfaction; keeps abreast of seasonal fashion trends and customer preferences to assure adequate selection of attractive, quality, age- and weather-appropriate clothing for clientele; oversees operations of Impressions and Second Impressions client vocational services; directly supervises clothing center staff; oversees activities and training of staff engaged in client clothing consultation and fitting, alteration and marking of clients' clothing, and the manufacture of specialized clothing and fabric furnishings; confers with manufacturers, distributors, fabric mills, and vendors concerning selection and purchase of clothing, fabrics, supplies and equipment; tracks client clothing budget allocations and expenditures, and advises AASD of funding issues; supervises receiving, checking and storing of all clothing and related personal service items; maintains computerized stock inventory and prepares inventory and fiscal reports; evaluates and coordinates the SDC clothing center program with residential programs including participating in interdisciplinary meetings, task forces and quality improvement teams as necessary; assists Trust Office with regular Client Property audits to assure that client clothing is properly accounted for, marked and maintained by residence staff.

### WHO MAY APPLY:

Applicants must possess Civil Service Eligibility to apply which may consist of one of the following: List eligibility, lateral transfer eligibility or reinstatement to California State Civil Service. Applicants must indicate their eligible status on the title section of the STD-678. For more information, please visit the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). The Employment Application, STD-678, may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application, to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

*Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.*

### PLEASE SEND YOUR COMPLETED (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center  
Human Resources Examination Unit – Room 124  
15000 Arnold Drive - P.O. Box 1493  
Eldridge, CA 95431

(707) 938-6230 You may contact Roseanne Groshan for questions specific to the essential functions of the position only. Transfer determination will be determined by Human Resources staff.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.